

KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL & DRUG COUNSELORS
REGULAR BOARD MEETING MINUTES
June 1, 2012

A regular meeting of the Kentucky Board of Certification of Alcohol and Drug Counselors was conducted on Friday, June 1, 2012 at the Office of Occupations & Professions, 911 Leawood Drive, Frankfort, Kentucky 40601

Members Present

Todd Trumbore, Vice Chairman
Kenneth Hemphill
Geoffrey Wilson
Patrick Whelan
Ted Godlaski

Occupations and Professions

Karen Lockett, Board Administrator
Courtney Bourne, Executive Director

Members Absent

Terry Reams, Chairman
Tayna Fogle

Others in Attendance

Angela Evans- Board Counsel
Mac Bell - Board Investigator
Jane Oliver - Behavioral Health Services

Mr. Trumbore, Vice Chair called the meeting to order at 10:10 a.m.

Election of Officers

Mr. Whelan made a motion that due to potential appointments of new member election of officers should be deferred pursuant to KRS 309.081. Mr. Wilson seconded the motion. Motion carried.

Minutes

Mr. Godlaski made a motion to accept the May 4, 2012 minutes. Mr. Hemphill seconded the motion. Motion carried.

Financial Statement

Mr. Godlaski made a motion to accept the financial statements as submitted. Mr. Whelan seconded the motion. Motion carried.

Administrative's Call With IC&RC Staff

Reciprocity forms will be updated per discussion from Administrators' meeting: During the Administrators' meeting in San Diego, Administrators agreed that holding on to an applicant's file indefinitely was not necessary. Instead boards need only keep the applicant's file for 1 year after transfer or expiration.

The Administrators discussed the elimination for free International Certificates starting July 1, 2012.

- Boards will have a number of options for candidates that still want a certificate including the following: purchase seals for their certificate, use a template developed by IC&RC to print their own certificates, or candidate can purchase a certificate from IC&RC for the price of \$25.00.

More information on certificates will be sent to administrators at a later date.

IC&RC Fall meeting will be held October 9-11 in Minneapolis/ meeting information will be distributed in July. Spring 2013 and Fall 2013 meetings location still needs to be determined.

IC&RC will go CBT only in 5 years the idea was proposed by the Credentialing Services Committee in efforts to protect the security of IC&RC exams. Boards are to let the office know if they feel they need more testing centers within their jurisdiction. IC&RC staff is more than willing to walk board administrators and staff through the CBT registration process or join board meetings via conference all where CBT is discussed.

Board Chair Report

No report

O&P Update

Karen Lockett, Board Administrator informed the board that Occupations and Professions hired Ms. Robin Vic, Board Administrator to replace Ms. Adrianna Lang (former board administrator). No actions were taken.

Old Business

The Board reviewed an e-mail from Mr. Craig Andler, Executive Director of the Indiana Counselors Association on Alcohol and Drug Abuse. No actions were taken.

The Board reviewed and discussed the International Certification and Reciprocity Consortium approval letter. Mr. Trumbore suggested the board to form a committee to review and edit the IC&RC approval letter from the Kentucky Board of Certification of Alcohol and Drug Counselors. Mr. Wilson and Mr. Whelan stated that they will review and edit the IC&RC approval letter and to submit back to the board for further review.

Ms. Angela Evans, Board Counsel suggested to the board to implement the Reciprocity process without the services from the International Certification and Reciprocity Consortium.

New Business

Two (2) board members attended the IC&RC Spring Conference on May 1-3, 2012 in San Diego, California. Kentucky was represented by Mr. Todd Trumbore as delegate and Mr. Geoff Wilson as proxy at the Administrator meeting. Mr. Trumbore stated that a Parliamentarian was hired for the meeting. Ms. Gardner, President stated that the PA Board reversed their decision to end the contract with IC&RC sharing space and staff. IC&RC will continue to be housed with the PA Board.

Mr. Trumbore spoke to Ms. Whitmer regarding reciprocity requirements. Ms. Whitmer suggested that the board develop a form to send out to reciprocity applicants to determine the level of credential, i.e. what educational level are they and is their ADC reciprocal with Kentucky's BA requirement. Ms. Whitmer indicated that other boards are having similar issues. Mr. Trumbore informed the board that he would seek out a sample letter to modify for board use. Mr. Whelan made a motion for Mr. Trumbore to draft a sample letter to modify for board use. Mr. Wilson seconded the motion. Motion carried.

The Board discussed forming a committee to review the existing regulations. Mr. Wilson and Mr. Godlaski stated that he would work on the committee to review the existing regulations.

Mr. Trumbore asked O&P to provide the board the CADC retention schedule for review. Mr. Wilson made a motion for O&P to provide the retention schedule at the upcoming meeting on August 3, 2012. Mr. Hemphill seconded the motion. Motion carried.

The Board reviewed and discussed a request letter from Ms. Ann Younger regarding an old complaint being removed from a certificate holder file. Tabled for further information.

Mr. Godlaski made a motion that the boards policy is to maintain accurate records on all files such as applications, disciplinary actions, renewals etc. Mr. Hemphill seconded the motion. Motion carried.

The Board reviewed and discussed the Contract for Investigative services by Mr. Mac Bell. Mr. Godlaski made a motion to sign the Contract for Investigative services by Mr. Mac Bell. Mr. Whelan seconded the motion. Motion carried.

The CADC Nomination Committee reviewed all nominations for the CADC of the Year award. Mr. Trumbore suggested that Kenneth Hemphill, Nomination Committee Chair to contact the CADC of the year.

Mr. Trumbore, informed the board that he received an e-mail from Ms. LeEtta Cummings regarding Ethics online courses. The board reviewed and discussed. Mr. Godlaski made a motion for Mr. Trumbore to contact Ms. Cummings stating that Ethic online courses are accepted as long as it is board approved. Mr. Whelan seconded the motion. Motion carried.

The Board reviewed an e-mail from Mr. Travis Morrison regarding classroom hours. The board responding that 1 classroom hour = 15, (2) classroom hours =30, and (3) classroom hours = 45 etc. The Curriculum study regular course has to be in the 12 core functions.

Complaint Committee

Complaint #0901 - Closed
Complaint #1004 - Ongoing
Complaint#1201 - Ongoing
Complaint#1202 -Closed
Complaint#1203 - Ongoing

Mr. Whelan suggested to the board that the Complaint Committee would like for Mr. Ted Godlaski to speak at the Kentucky School CADC Luncheon on July 18, 2012 regarding the complaint process.

Board Counsel Report

No report

Reciprocity Application Approval

Mr. Whelan made a motion to accept the recommendations on all applications.

- Sarah Halcomb-Howard - Approved

Mr. Hemphill seconded the motion. Motion carried.

Application Review

Mr. Whelan made a motion to accept the recommendations on all applications.

- Deanna Caldwell - Approved
- Iris Hausley - Approved
- Amanda Smith - Approved
- Tanner Steelman - Approved
- Tamera Welch - Approved
- Lisa Canada - Deferred
- Carmen Crews - Deferred
- Anna J. Moore - Deferred

Mr. Godlaski seconded the motion. Motion carried.

Audit Review

Mr. Whelan made a motion to accept the Audit application as specified below.

- R. Amberee Coomer - Approved
- Diane Corbett - Approved
- Reginald Ezell - Approved
- Karen Hagan - Approved
- Allison Karn - Approved

Mr. Hemphill seconded the motion. Motion carried.

Continuing Education

Mr. Whelan made a motion to accept the continuing education applications as specified below.

- Kentucky Domestic Violence Association – Batterer Intervention – Approved for 21.0 hours
- Lighthouse Counseling – A helping hand transition planning for aging out and special needs youth – Approved for 3.0 hours
- University of Southern Indiana College of Nursing & Health – Approved for 6.75 hours.

Mr. Godlaski seconded the motion. Motion carried.

Reinstatement Review

Mr. Whelan made a motion to accept the Reinstatement application as specified below.

- Todd Reynolds – Approved

Travel

Mr. Whelan made a motion to approve payment of travel and per diem expenses for eligible members.

Mr. Hemphill seconded the motion. Motion carried.

Next Meeting

Complaint Committee – August 3, 2012 9:30 a.m.

Regular Board Meeting – August 3, 2012 @ 10:00 a.m.

ADJOURNMENT - 12:10 p.m.